

Marlboro County Library has an opening for a Bookkeeper/Outreach Coordinator.

Position requirements include, but are not limited to:

- Minimum: Bachelor's Degree; Master's in Education preferred
- Experience working with children of all ages
- Ability to serve the public in a courteous and helpful manner; willing to work every other weekend
- Ability to demonstrate progressively responsible supervisory experience
- Demonstrate knowledge of using new technologies in educational services
- Valid SC driver's license, good driving record, Background and Credit Check required

A successful candidate must be able to work closely with the Library Director and County Finance Department to ensure accurate, readily accessible documentation for all library procurement. Successful candidates must also be able to demonstrate the ability to effectively plan, coordinate and implement programs and services for all age groups with minimal supervision. Performs other clerical duties as assigned. Must provide three professional references. Applications will be accepted at the Marlboro County Administration Building through Monday, April 27, 2015. Expected Start Date: June 15, 2015

**EOE**